User Guide

August 2008

TRANSIT

Table of content

HOW TO OBTAIN RECORDS 1

1. PREPARING YOUR ORDER 2

Preparing your order - ISBN numbers 2

Preparing your order – Book barcodes 3

Preparing your order – SDM numbers 4

2. FILLING IN THE FORM 5

Filling in the form - Service requested 5

Filling out the form – Records Format 6

Filling in the form - Character Set 6

Filling in the form – Transfer Method 7

Filling in the form - Follow-up Options 8

Filling in the form – Submit 9

3. CONFIRMING THE ORDER 10

4. RECEIVING THE RESULTS 11

Receving the results – Order reports 11

Receving the results – Attached file 15

Receving the results – Records status 15

Follow-up options 17

5. GETTING HELP 18

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SDM

How to obtain records

1. Prepare your order
2. Fill in the form
3. Confirm your order
4. Receive your results

5. Getting help

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1. Preparing your order

To get records from the TRANSIT service, you must send SDM a list of

- ISBN numbers*
- Barcodes* or
- SDM* numbers.

The order in which you list the numbers you are requesting does not matter, and you can use three different types of numbers in a single order. For example:

97100323

2261033117

75-123

9782742907489

Preparing your order - ISBN numbers

ISBN numbers have 10 or 13 digits.

The use of hyphens is optional (9782895952848 or 978-2-89595-284-8).

To order the record for a multiple-volume document, use the ISBN number that applies to the document in its entirety, not the ISBN numbers of individual volumes. If there is no ISBN number for the document in its entirety, enter an ISBN number from one volume only. If you use the ISBN numbers from all the volumes, duplicate records will be created.

For joint editions, enter only one of the ISBN numbers.

DUPLICATE RECORDS

It is possible that several ISBN numbers are used to identify a single record. When that happens, Transit will produce one record that corresponds to the ISBN number in your order. The other records will be listed under the heading, Notices en double (duplicate records).

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Preparing your order – Book barcodes

All book barcodes have **13 digits,** and always begin with 978 or 979.

We strongly recommend that you use your scanner to avoid any input errors that would slow down the process.

Be careful to select the "real" barcode, and not the stock number, which can also sometimes be displayed in barcode format on bookstore stickers.

You must not enter the publisher's recommended price, which appears in barcode format at the end of the actual 13-digit ISBN number.

Barcodes for audiovisual and electronic documents

Barcodes that appear on audiovisual and electronic documents have **12 or 13 digits,** depending on the UPC or EAN/JAN standard used. You may also, more rarely, find 8-digit barcodes.

The appearance of the barcode may vary from document to document. If you are transcribing the numbers manually, please ensure that you have a total of 12 or 13 digits. The size and placement of the numbers does not matter. And you must omit any dashes contained in the number.

Audiovisual and electronic documents may also have barcodes that start with 978, if their publishers also publish books and opt for a uniform numbering style for all of their products. You can obtain records using either the barcode or ISBN number.

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Preparing your order – SDM numbers

Since 2000, SDM numbers are made up of a letter (**A**), followed by 6 digits. These must be entered without any spaces or hyphens. The first digit indicates the year in which the record was created. For example: A812345 was created in 2008.

For numbers between 1978 and 1999.

The first two digits of the SDM number indicate the year in which the record was created. These two digits are the last two of the four-number year (ex. 98 for 1998).

Numbers created before 1978, which do not have 7 characters, must be transcribed using a hyphen, in the same way that they appear in catalogue records or old printed directories. For example: 75-123, 910-10. However, do not include the letters that are sometimes found before or after the number, unless that letter is C, J or P. Thus, AV77-12345 becomes 77-12345, but C840-12, J-17 and P-145 must be transcribed as they appear.

Free search in the audiovisual- and electronic-documents database

If the audiovisual or electronic documents do not have an ISBN or UPC number, you must find the SDM number using CHOIXmédia, if you have a subscription. Non-subscribers may use, free of charge, the audiovisual- and electronic-document database available from a link in the Transit order form.

Note that only a search by title may be used to locate a DVD's SDM number.

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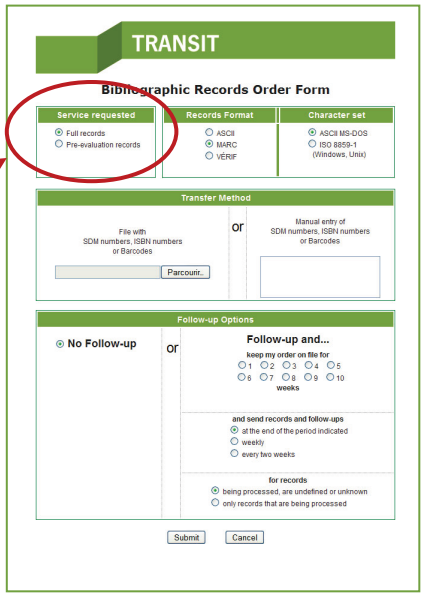
2. Filling in the form

Fill in the Bibliographic Records Order Form



Filling in the form - Service requested

Select the desired level of service.
Transit offers two levels of service:

- Full records
- Pre-evaluation records

The **full records** service lets you get validated SDM records that include a rating index (that evaluates the target audience and value/usefulness) and, in most cases, annotations.

The **Pre-evaluation records** is an express service. It offers:

- Standard records
- Access to document records that are currently being processed, but whose bibliographical description is complete
- Classification index or indices
- Subject headings.

This express service lets you save a significant amount of time, because it can take several days for in-progress records to receive their final approval (including the rating index and annotations). The Notices avant évaluation service lets you make two categories of documents available faster: youth books and novels.

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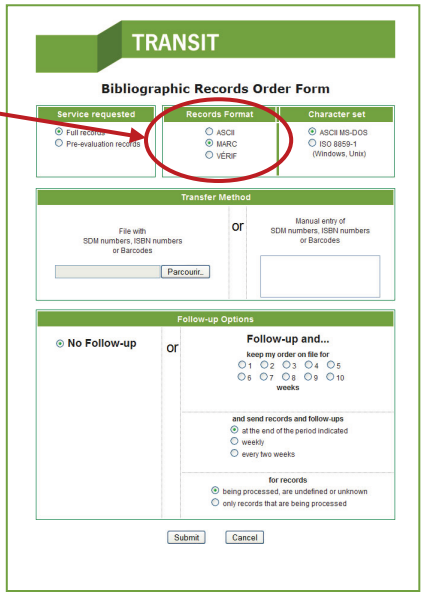
Filling out the form – Records Format



Select one of the following formats for your data:

1. **MARC 21** format
2. **ASCII** format
3. **VÉRIF** format

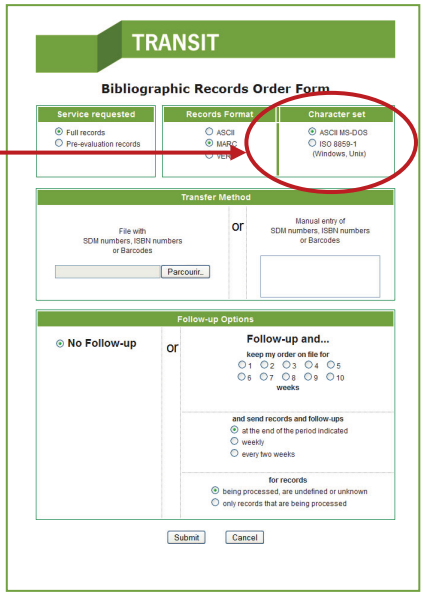
MARC 21 format is an international format that is recognized by nearly all types of documentary software, and is used by most of our clients.

ASCII format is used by SDM and some types of cataloguing software in Quebec.

VÉRIF format is an ASCII variant. It does not supply the specific zones for electronic-document records originating from LOGIBASE. Software that uses this format does not take them into account.

If you don't know which format to use, see your cataloguing software user's guide.

Filling in the form - Character Set



Only applies to the ASCII and VÉRIF formats.

Select whether you want the accented characters to be encoded using ASCII MS-DOS or the ISO 8859-1 standard.

To determine which standard to use, see your documentary-software user's guide.

If in doubt, select ASCII MS-DOS.

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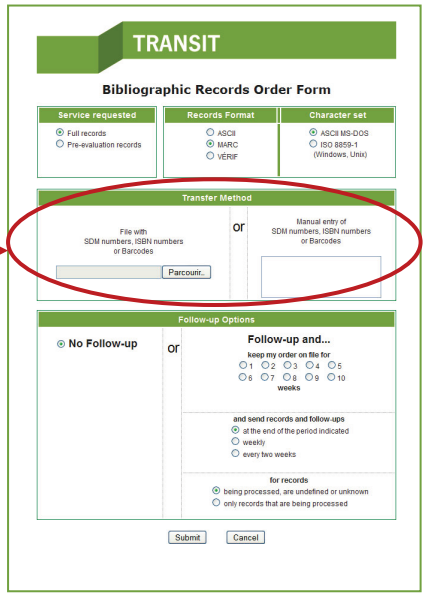
Filling in the form – Transfer Method

There are two possible ways of submitting the information in your order:

Sending a file

- **Manual data entry**
- **Sending a file**



A file containing a list of numbers can be prepared in advance and sent to Transit via the form.

Using word-processing software, enter the numbers in a list, one under the other. Each number must be followed by a return.

Save in ".txt" format, not in ".doc" format.

Use your browser to find the file, using the form's **Parcourir** (browse) button.

Manual data entry

You can also enter your list of numbers in the box provided for that purpose. The barcodes can be scanned or typed directly into the on-screen form.

Remember:

Do not exceed 500 numbers, regardless of whether you are sending a file or entering the data directly into the form.

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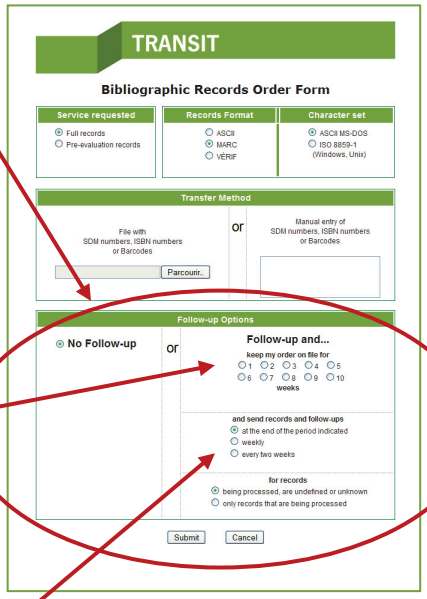
Filling in the form - Follow-up Options



Transit can automatically re-process an order and return any newly created records, without you having to manually resubmit.

Your requests can be held for a period of one to ten weeks. If the records become available in that time, they will automatically be sent to you.

We offer three options for record delivery:

1. **At the end of the indicated period** - 1 to 10 weeks
2. **Weekly** until the expiration of the period indicated
3. **Every two weeks.**

We also offer two options for the record type:

1. **R**ecords that are being processed, are **undefined or unknown**
2. **O**nly records that are being processed **at the time or your first order.**

Transit reports help users get more information on the documents that are in-progress at SDM. The reports include the estimated date at which the in-progress records will become available, where possible. In the **Records that are being processed** section of the Transit report, a column gives the day on which the completed record will become available in Transit. We encourage Transit users to use the follow-up options, to automatically receive the records they want as soon as they become available.

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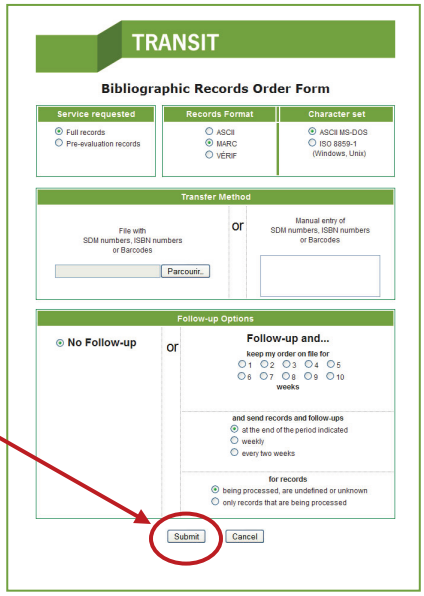
Filling in the form – Submit

When you have finished filling in the form, simply click the **Submit** button.



Please note that, at this stage, your order has not yet been sent. You must still confirm the order in the upcoming step in order to transmit the order to SDM. If you do not confirm the order, it will not be processed.

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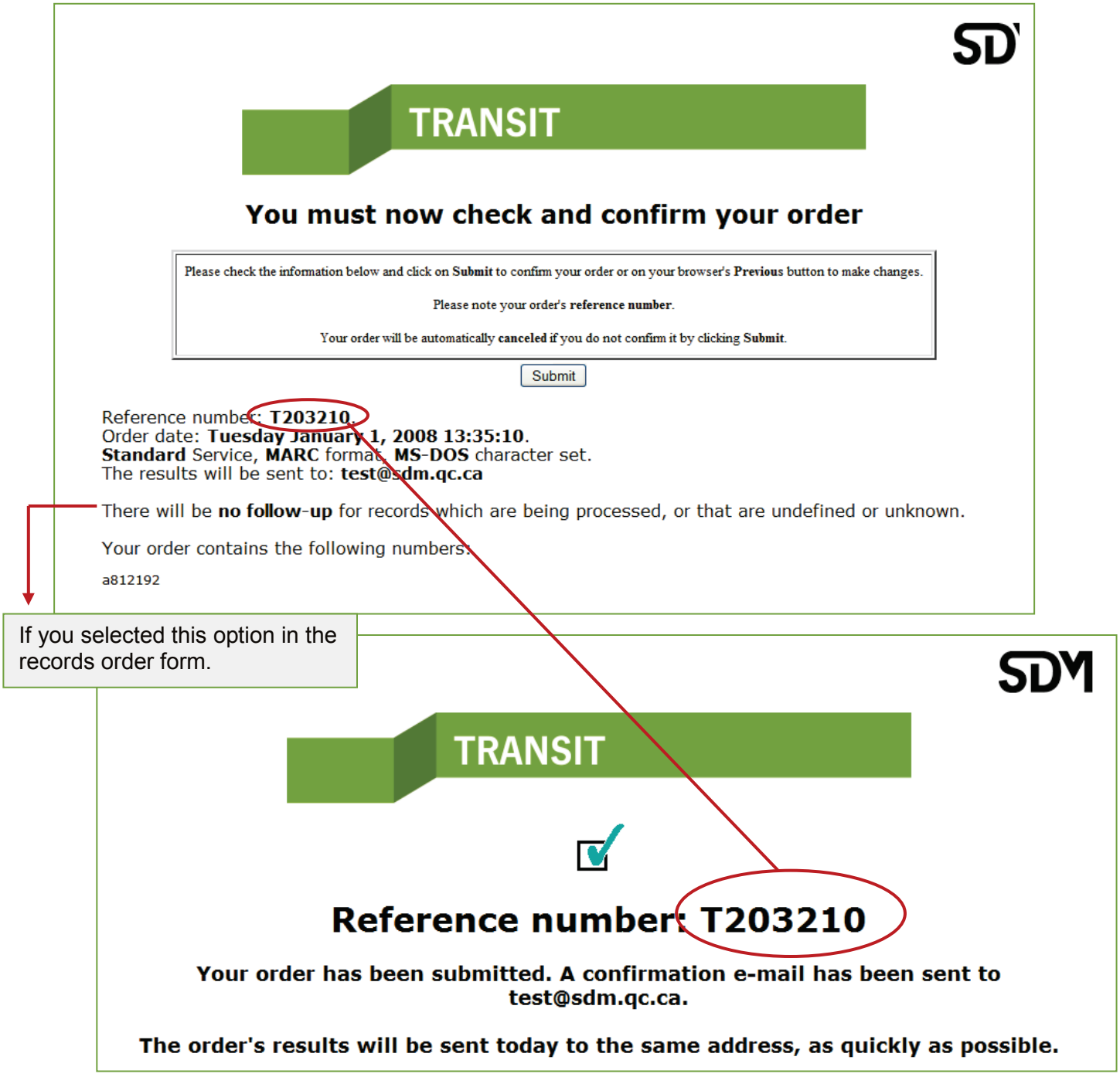
3. Confirming the order


TRANSIT
You must now check and confirm your order
Please check the information below and click on Submit to confirm your order or on your browser's Previous button to make changes.
Please note your order's reference number.
Your order will be automatically canceled if you do not confirm it by clicking Submit.
Submit
Reference number: T203210.
Order date: Tuesday January 1, 2008 13:35:10.
Standard Service, MARC format, MS-DOS character set.
The results will be sent to: test@sdm.qc.ca
There will be no follow-up for records which are being processed, or that are undefined or unknown.
Your order contains the following numbers:
a812192
If you selected this option in the records order form.
TRANSIT
Reference number: T203210
Your order has been submitted. A confirmation e-mail has been sent to test@sdm.qc.ca.
The order's results will be sent today to the same address, as quickly as possible.

If you are not sure that your order has been sent, please contact us before re-sending it.

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4. Receiving the results

The results of your order are sent by email to the address you specified when you connected. The result contains three components:

1. An order report listed in the same order as the numbers in your request (RN)
2. An order report by status of the numbers requested (RS)
3. A file containing the records (N).

Receving the results – Order reports (In french only)

The two reports begin with a heading giving the order number and date as well as the options you selected. This is followed by a table summarizing the results of your order.

The first report has a filename beginning with **RN.** It gives the **status of your order**, with the numbers listed in the **same order as in your request**.

The report includes::

- The requested number
- The SDM number (if the document was received by SDM)
- The status of the document at SDM (read more on this topic in the section below)
- The first part of the title and the statement of responsibility
- The document's date of publication (for identified documents)
- The record's anticipated availability date, where applicable.

Meaning of the codes used

- notices LIVRÉES/ABRÉGÉES (LIV/ABR) (delivered/abbreviated records)
- notices EN DOUBLE (DOU) (duplicate records)
- numéros A PRECISER (APR) (numbers requiring clarification)
- notices en cours de TRAITEMENT (TRA) (in-progress records)
- statut INDÉTERMINÉ (IND/INX) (undetermined status)
- numéros INCONNUS (INC) (unknown numbers)

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RAPPORT DE COMMANDE TRANSIT

SDM
test@sdm.qc.ca
No de commande: T203570
Date: 21 juillet 2008

Options retenues:
* format MARC
* aucun suivi
* livraison des notices terminées seulement

Numéros demandés: 14

Résultat:

notices LIVRÉES/ABRÉGÉES (LIV/ABR)	3
notices EN DOUBLE (DOU)	2
numéros A PRECISER (APR)	2
notices en cours de TRAITEMENT (TRA)	2
statut INDÉTERMINÉ (IND/INX)	3
documents REJETÉS (REJ)	1
numéros INCONNUS (INC)	1

***** ÉTAT DE LA COMMANDE DANS L'ORDRE DES NUMÉROS DEMANDÉS *****

No demandé	No SDM	Statut	Titre	Date de publ.	Disponible
9782890773417	A821131	LIV	Le diable l'emporte / Sebastian	2008	
9782213636993	A821448	LIV	L'infant de Parme / Élisabeth Ba	2008	
9782761724173	A719129	INX	Suzette la rainette insatisfaite	2006	
9782352881407	A819219	LIV	N'oublie jamais: roman / James	2008	
9782890773417	A821131	DOU	Le diable l'emporte / Sebastian	2008	
9782803417124	8930227	APR	Je commence à lire	1988	
9782803417124	8932102	APR	Je découvre la lecture	1988	
9782266126526	A302930	APR	Les agneaux du seigneur / Yasmin	2002	
9782266126526	A730709	APR	Les agneaux du seigneur / Yasmin	2007	
9782702138670	A823565	TRA	Les aventures de ce fabuleux vag	2008	2008-07-23
9782501057059	A822332	TRA	Raïnaraï, la cuisine nomade d'Al	2008	2008-08-04
9782711418428	A819479	IND	Customisez rusé		
9782761724173	A719129	DOU	Suzette la rainette insatisfaite	2006	
9782930133461		REJ	Le doigt tendu / Claude Raucy	2000	
9782234060357		INX	Tout le monde s'en va		
9782280843034		INC			

Receiving the results – first report

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The second report has a filename beginning with **RS.** It gives the **status of your order**, sorted by processing status. To make it easier for you to find a given item, the requested numbers are grouped by status and then sorted alphabetically by title.

The report includes:

- The requested number
- The SDM number (if the document was received by SDM)
- The first part of the title and the statement of responsibility
- The document's date of publication (for identified documents)
- The record's anticipated availability date, where applicable.

RAPPORT DE COMMANDE TRANSIT
SDM
test@sdm.qc.ca
No de commande: T203570
Date: 21 juillet 2008

Options retenues:
* format MARC
* aucun suivi
* livraison des notices terminées seulement

Numéros demandés: 14

Résultat:

notices LIVRÉES/ABRÉGÉES (LIV/ABR)	3
notices EN DOUBLE (DOU)	2
numéros A PRECISER (APR)	2
notices en cours de TRAITEMENT (TRA)	2
statut INDÉTERMINÉ (IND/INX)	3
documents REJETÉS (REJ)	1
numéros INCONNUS (INC)	1

/

Receiving the results – second report – first section

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../..

***** ÉTAT DE LA COMMANDE SELON LE STATUT CHEZ SDM *****

Notices LIVRÉES (traitement terminé): 3

9782890773417	A821131	Le diable l'emporte / Sebastian	2008
9782213636993	A821448	L'infant de Parme / Élisabeth Ba	2008
9782352881407	A819219	N'oublie jamais: roman / James	2008

Notices en double: 2

9782890773417	A821131	Le diable l'emporte / Sebastian	2008
9782761724173	A719129	Suzette la rainette insatisfaite	2006

Numéros A PRÉCISER (à recommander à partir du no SDM): 2

9782803417124	8930227	Je commence à lire	1988
9782803417124	8932102	Je découvre la lecture	1988
9782266126526	A302930	Les agneaux du seigneur / Yasmin	2002
9782266126526	A730709	Les agneaux du seigneur / Yasmin	2007

Notices en cours de TRAITEMENT: 2

9782702138670	A823565	Les aventures de ce fabuleux vag	2008	*	2008-07-23
9782501057059	A822332	Raïnaraï, la cuisine nomade d'Al	2008	*	2008-08-04

Statut INDÉTERMINÉ - DOCUMENT EN MAIN: 1
(aucune décision de traitement n'est encore prise)

9782711418428	A819479	Customisez rusé

Statut INDÉTERMINÉ - SANS DOCUMENT EN MAIN: 2
(aucune décision de traitement n'est encore prise)

9782761724173	A719129	Suzette la rainette insatisfaite	2006
9782234060357		Tout le monde s'en va	

Documents REJETÉS (ne seront pas traités): 1

9782930133461	Le doigt tendu / Claude Raucy	2000

Numéros INCONNUS (nous ne pouvons identifier la demande): 1
9782280843034

Receiving the results – second report – second section

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Receving the results – Attached file

The filenames (ex. N098075A.SDM) of the records files you receive are made up of four parts:

- N (for Notice (record))
- The 6-digit number of your original order
- A letter indicating the data format (A = ASCII, M = MARC, V = VÉRIF)
- The extension: .SDM

You may need to change your spam settings to accept the attached files sent by SDM.

Save the records file in order to work with it using your cataloguing software.

Receving the results – Records status

The record statuses listed in the Transit report describe how SDM responds to client requests.

A requested number may be allocated one of nine possible statuses:

1. Notices livrées (records delivered)
2. Notices livrées / abrégées (records delivered / abbreviated)
3. Notices en double (duplicate records)
4. Numéros à préciser (numbers requiring clarification)
5. Notices en cours de traitement (in-progress records)
6. Statut indéterminé - document en main (undetermined status—document available)
7. Statut indéterminé – sans document en main (undetermined status—document not available)
8. Documents hors-mandat (documents outside terms of reference)
9. Numéros inconnus (unknown numbers)

Notices livrées (records delivered)

> The records delivered include complete records and pre-evaluation records, and are contained in the attached file. In the report sorted by status, complete records are listed separately from **pre-evaluation records.**
>
> .

Notices livrées (records delivered)

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The records delivered include complete records and pre-evaluation records, and are contained in the attached file. In the report sorted by status, complete records are listed separately from **pre-evaluation records.**

Notices livrées / abrégées (records delivered / abbreviated)

This includes completed records that have an abbreviated cataloguing level. They are included in the attached file. Currently, the only abbreviated records are audiovisual records for a category of art music spanning several periods: Medieval, Baroque, Renaissance, Classical, Romantic, etc. For more information, see *De la musique avant toute chose*.

Notices en double (duplicate records)

When a number is requested more than once in a single order, or when several requested numbers correspond to a single record, only one of these numbers will be processed. This number will be listed in the report, in the section corresponding to the processing status of that record. Thus, only one record will be delivered. The other numbers corresponding to that record will be flagged in the **Notices en double** section.

Numéros à préciser (numbers requiring clarification)

No record is delivered when several documents correspond to a single ISBN or UPC number. The titles of the documents found are listed in the report, in way that makes it easy for you to order the appropriate document(s) using SDM numbers.

The client should first find the corresponding SDM number, and then order.

Notices en cours de traitement (in-progress records)

This only includes records whose processing has truly begun and that should be ready in the upcoming days or weeks. If the user has selected order follow-up options, these records will be delivered automatically at the user-appointed time. If SDM knows the date on which the record will become available, it will be given in the report.

Statut indéterminé - document en main (undetermined status—document available)

This includes the records for documents that SDM currently has, but for which processing has not yet been initiated.

SDM usually begins processing a document when we have received more than three requests for it.

Statut indéterminé – sans document en main (undetermined status—document not available)

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The records for documents that SDM does not have, and for which no processing decision has been made.

Documents hors-mandat (documents outside terms of reference)

Documents that SDM will not process because they do not meet the following eligibility criteria:

1. Documents published in the current or previous year
2. Documents requested by at least three clients
3. Documents considered to be of general interest.

Numéros inconnus (unknown numbers)

Documents that SDM has not been able to identify using the number supplied by the client. The reasons for this can include the following:

- We are not aware of the existence of the document
- The number provided is incorrect
- The document is in a language other than French.

Follow-up options

Do not forget to give recall dates for follow-up options of orders..

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5. Getting help

If you need additional information or if you experience any difficulty:

- **Read the FAQ.** You may find your answer there.
- Contact us by **email**.

If you are having a problem with a specific order, please enter the order number in the subject line of your email message.

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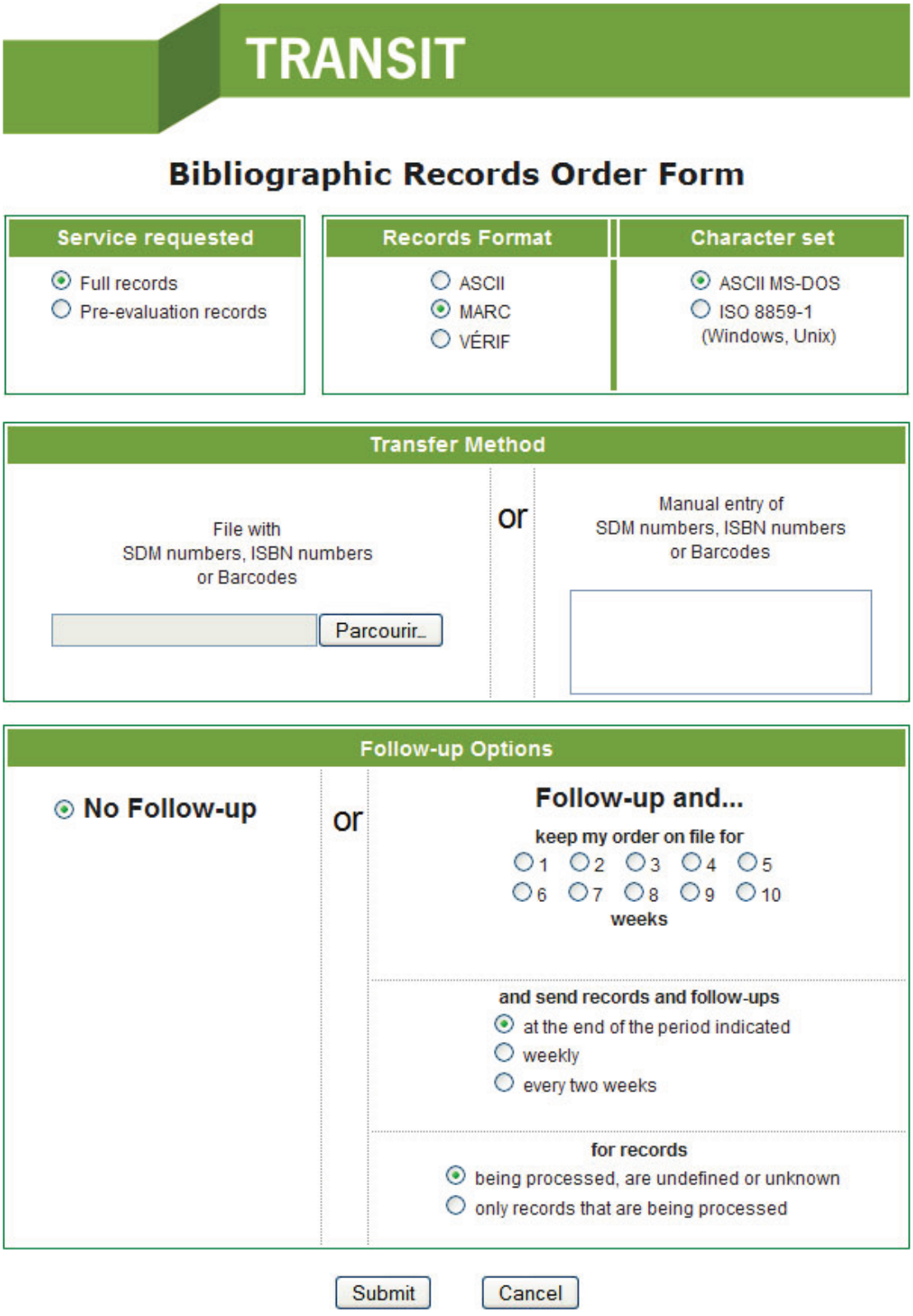
If you having difficulties reading the form in this document, here is an enlarged copy



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